(Name of Club) Constitution

Article I – Name, Purpose & Authority

The name of the organization will be the (name of club) of John Burroughs High School.

This organization will have as its purpose (identify specific purpose of the club) as directly approved by the student council and indirectly by the school principal and the governing board of the BUSD.

Article II – Membership

All students enrolled at John Burroughs High School are eligible for membership.

Article III – Meetings

Meetings will be held (state time and date, such as every Wednesday during lunch) unless a special meeting is called.

Article IV – Club Officers

The club officers shall consist of the following:

- President
- Vice President
- Treasurer
- Secretary

Article V – Duties

The club president will have the following duties:

- To preside over meetings of the club
- To call special meetings of the club
- To plan and prepare an agenda for the club meetings

The club vice-president will have the following duties:

- To serve as the club president if the president becomes unable to fulfill his/her duties either temporarily or permanently
- To support the club president

The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements
- To oversee club fundraising efforts
- To supervise the preparation of the club budget

The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting
- To carry out all correspondence for the club
- To publicize all club activities and fundraisers through the school bulletin, the school news, and other means

Article VI – Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot

Article VII – Amendments

A two-thirds majority vote of the members in attendance is required to amend this club constitution